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18 October 1982

MEMORANDUM FOR: Director, Foreign Broadcast Information Service
 Chief, Operations Group
 Chief, Executive and Planning Staff
 Planning Officer/Resource Allocation, E&PS

FROM:

 Chief, Budget and Finance Branch, E&PS

25X1

SUBJECT:

TDY Travel to Asuncion, Mbabane and Islamabad

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1. Listed below is a summary of reviews and discussions conducted at each bureau:

a. Asuncion

- (1) Imprest Fund was counted and found to be short 1,700 Guaranies. The shortage occurred in a taxi fund for night shift employees. A refund was made and improved controls for the taxi fund were established. Voucher procedures and controls for the remaining Imprest Fund were found to be effective and in conformance with applicable regulations. 25X1
- (2) Property records were reviewed. 25X1
- (3) Ledgers, voucher preparation, accounting procedures, and controls were reviewed and suggestions for improvement were readily accepted. 25X1
- (4) Discussed preparation of monthly FSR, projections, allotments, obligation procedures, and FY 1983 bureau budget. 25X1
- (5) Reviewed the FBIS Budget and Finance Handbook in detail with emphasis on preparation of the FY 1985 Program Plan. 25X1
- (6) Discussed the purchase of furniture, supplies and equipment through Logistics in lieu of Embassy GSO in order to save shipping charges. 25X1
- (7) Discussed credits to FBIS appropriation 95X6167 for sale of property and vehicles. 25X1

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- (8) When services are requested from another embassy, bureau was advised to provide the FBIS appropriation number at the time services are requested. 25X1
When the appropriation number is not provided, embassies often use the old invalid number. 25X1
- (9) Treasury Imprest Fund will be closed and effective 1 October 1982 a revolving fund will be established through the embassy cashier. This will simplify accounting procedures and eliminate quarterly reports on Treasury Imprest Funds. 25X1
- (10) Reviewed new regarding personal appeal items. STAT
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- (11) Miscellaneous questions regarding 25X1
clearance and CSR deductions, CSR 25X1
repayment and clipper class travel have been referred to Chief, Admin for action. 25X1

b. Mbabane

- (1) Bureau does not maintain an Imprest Fund. All expenditures are handled by the embassy. 25X1
- (2) Property records were reviewed. 25X1
- (3) Voucher preparation, accounting procedures and controls were reviewed and discussed. Bureau had no formal ledgers. Expenses were maintained rather loosely on 8x12 lined sheets. Proper bureau ledgers for each SOC were established for FY 1982 and FY 1983. I would like to mention at this point that the bureau is in need of a bookkeeper. The bureau chief does not have sufficient time to devote to the routine task of posting and maintaining bureau ledgers. 25X1
- (4) Lengthy discussions were held on preparation of FSR, projections, allotments, and obligation procedures. 25X1
- (5) Discussed the purchase of furniture, supplies and equipment through Logistics in lieu of embassy GSO in order to save shipping charges. 25X1
- (6) Discussed credits to FBIS appropriation for sale of property and vehicles and also procedures for requesting services from other embassies. 25X1

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- (7) Reviewed new ☐ regarding personal appeal items. ☐

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c. Islamabad

- (1) No Imprest Fund is maintained by the bureau. All expenses and vouchers are handled by the embassy. ☐ 25X1
- (2) No property cards have been made up but the bureau chief has a neat and complete listing to all equipment and furniture on file. ☐ 25X1
- (3) Discussed proper preparation of monthly FSR, projections, allotments, and obligations. ☐ 25X1
- (4) Reviewed the FBIS Finance Handbook with detailed explanation on preparation of the FY 1985 Program Plan. ☐ 25X1
- (5) Discussed the purchase of furniture, supplies and equipment through Logistics in lieu of embassy GSO in order to save shipping costs. ☐ 25X1
- (6) Discussed procedures for charging FBIS appropriation when requesting services from another embassy and also credits to FBIS appropriation for the sale of property and vehicles. ☐ 25X1
- (7) Reviewed new ☐ regarding personal appeal items. ☐ STAT
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- (8) Embassy Personnel Officer sent a message to FBIS/Admin on 31 August regarding payroll information for the two FBIS FSN employees and had not yet recieved a reply. A copy of his message was requested and hand carried to FBIS Personnel for immediate action. ☐ 25X1

2. A meeting was held with Mr. Herman Franke, Paris RAMC, to discuss payroll and disbursing services for FBIS. The meeting was very warm and reassuring. RAMC is happy with FBIS and is not aware of any move to drop services for FBIS. Mr. Franke stated that a separate pay scale for FBIS presented no problems. He discussed the move by State to decentralize RAMC operations and establish approximately 32 Finance Management Centers (FMC) throughout the world. Mr. Michael Jackson, RAMC Disbursing Officer, has recently been reassigned to the Department to manage the establishment

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of the new Finance Management Centers. Mr. Franke foresees no problems with services for FBIS and stated that as each new FMC is established, it will automatically include FBIS accounts in that location. The only change which might affect FBIS is that State may transfer payrolling for American salaries and allowances back to the Washington Finance Center in Rosslyn. If this occurs, payrolling for Americans will be returned to the parent organization. For FBIS, this would involve only allowances since salaries are already handled by Headquarters.

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3. Summary: Other than the minor discrepancies noted above, financial controls, procedures and records are effective and in conformance with applicable regulations. The timing for a B&F visit to Asuncion and Mbabane was excellent. Both bureau chiefs had numerous questions and were delighted to have assistance with end-of-the-year problems.

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